

# CITY OF HOUSTON

## DEPARTMENT OF PLANNING & DEVELOPMENT

### REQUIREMENTS FOR DEVELOPMENT SITE PLAN REVIEW

***SUBMIT THE FOLLOWING TO THE DEPARTMENT OF PLANNING AND DEVELOPMENT IN CONNECTION WITH THE DEVELOPMENT SITE PLAN REVIEW PROCESS.***

1. An **APPLICATION FORM** completely filled out. The off-street parking form and the landscaping form should be included in the application.
2. Two (2) sets of **BUILDING PLANS**.
3. Two (2) copies of a **SURVEY** sealed and certified by a registered public surveyor showing all existing structures and tied to a street intersection. ( This does not have to be a recent survey, but the survey **must** illustrate all **CONTIGUOUS PROPERTY UNDER ONE OWNERSHIP OR LEGAL INTEREST** ).
4. Two (2) copies of a **SITE PLAN** illustrating all existing and proposed buildings, landscaping, screening fences, parking spaces, curb cuts, loading docks, and adjacent roadways. ( **All MUST BE DIMENSIONED AND TO A READABLE SCALE** ).
5. Two (2) copies of **RECORDED SUBDIVISION PLAT**.
6. **APPLICATION FEE** of **\$355.00** to be paid by check or money order payable to the CITY OF HOUSTON.

**NOTE: All development site plan reviews submitted under Chapter 42 of the Code of Ordinances shall be reviewed under Chapter 26 ( Off-street parking ) and Chapter 33 ( landscaping ) as well.**